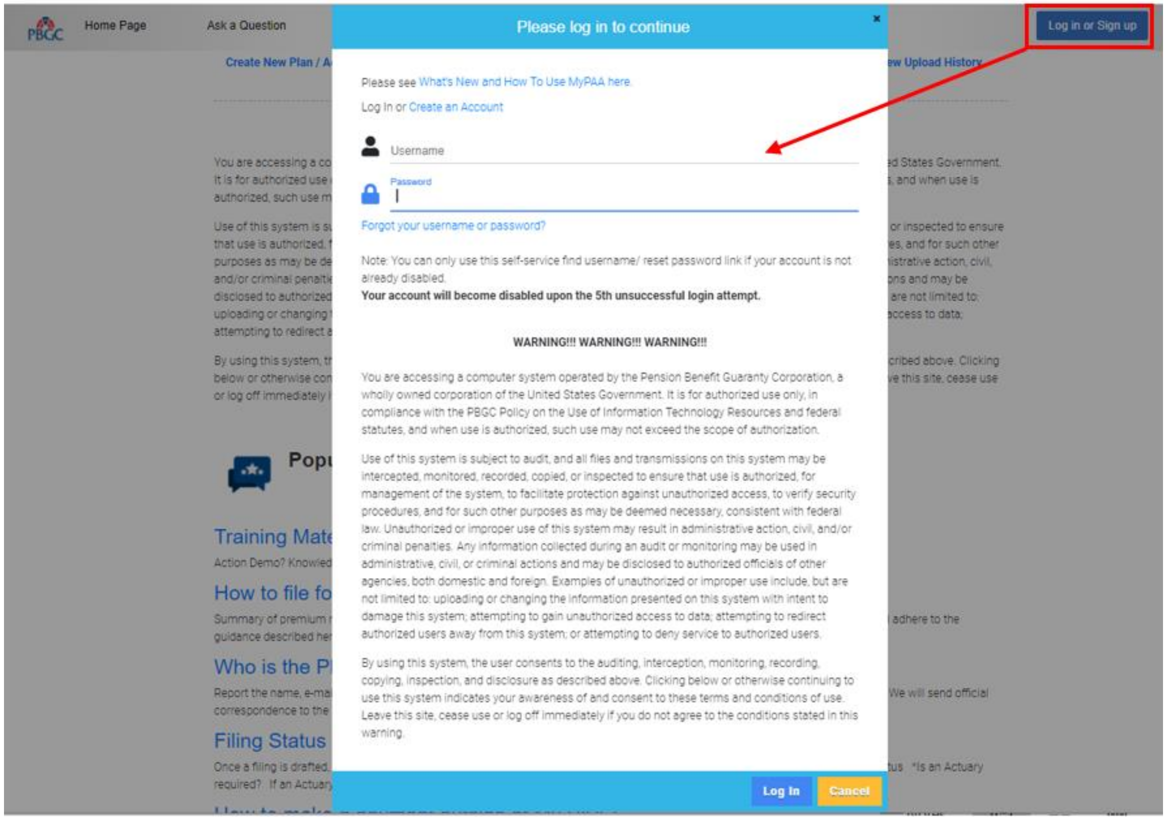
# How to Create a Comprehensive Filing for a Multiemployer Plan
# My Plan Administration Account (My PAA)

Last Updated:
September 7th, 2021

# How to Create a Comprehensive Filing for a Multiemployer Plan

## Login

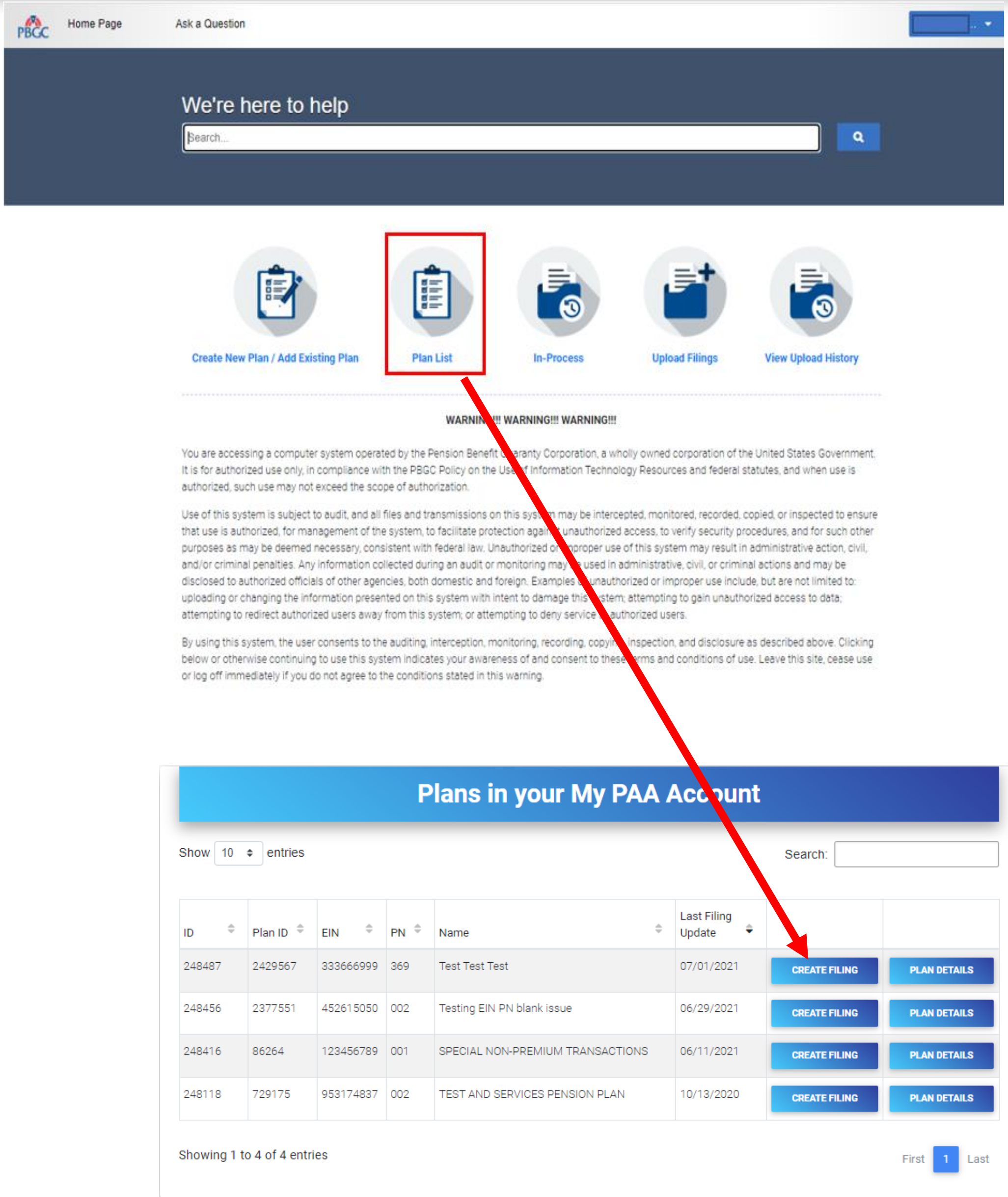
- From the Home Page, click on the "Log in or Sign up" button to log in.
- Enter your Username into the field labeled username on the My PAA log in pop-up
- Enter your Password into the field labeled "Password."
- Click on the "Log in" button.



# How to Create a Comprehensive Filing for a Single-Employer Plan

## Plan List Page

- Once you have logged in, click on the "Plan List" icon or link from the Home Page.
- From the Plan List Page, click on the "Create Filing" link for the plan you would like to create a Comprehensive Premium Filing for.
  - To successfully create a filing, the plan must be associated with your account, and you must have the Filing Preparer Role.
  - You can search or sort the columns to find a particular plan

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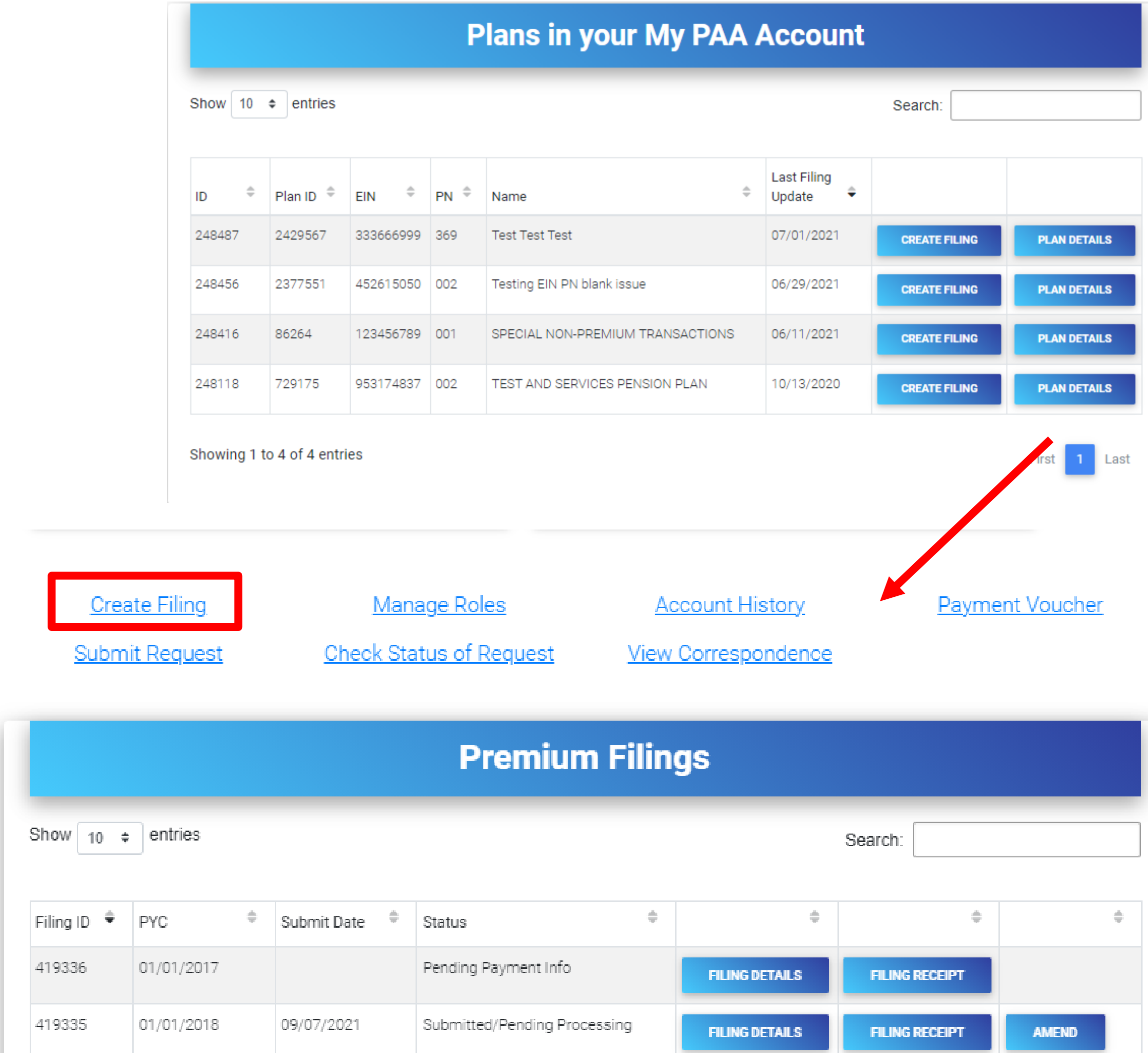
## Plan Details Page

- You may also start the filing process from the Plan Details Page
- From the Plan List Page, click on the "Plan Details" button for the plan you would like to create a Comprehensive Premium Filing for. Then click on "Create Filing" under the "PLAN ADMIN DETAILS" bar.
  - To successfully create a filing, the plan must be associated with your account, and you must have the Filing Preparer Role.
  - You can search or sort the columns to find a particular plan

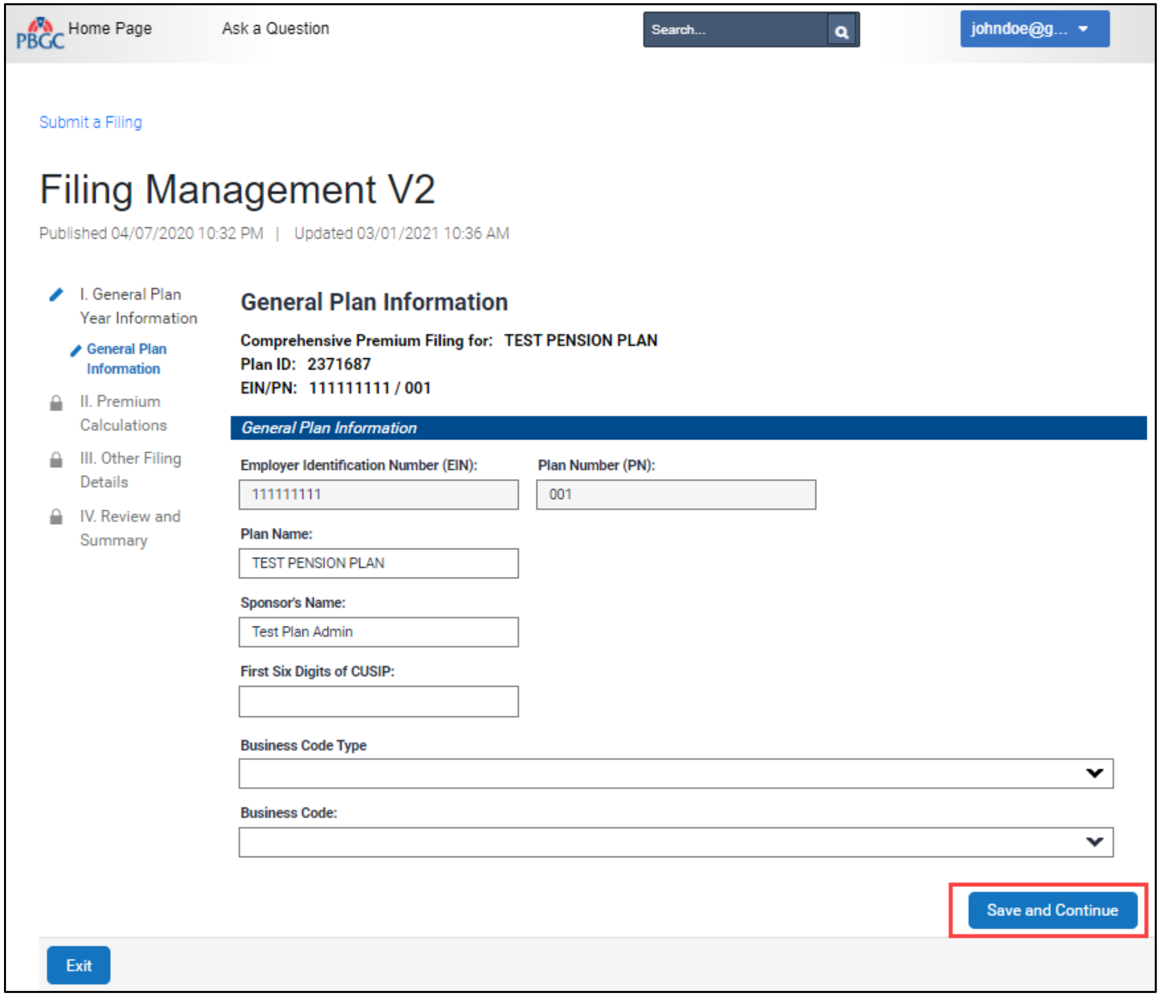


# How to Create a Comprehensive Filing for a Multiemployer Plan

## Filing Management Page

General Information

- Enter or select the appropriate information for the filing.
- Required fields on this page:
  - Sponsor's Name
  - Business Code Type
  - Business Code (this dropdown will display available codes depending on the selection for Business Code Type)
- Note: The EIN/PN cannot be changed on this page. This action must be done on the EIN/PN change page (see slide 7 for more details).
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.

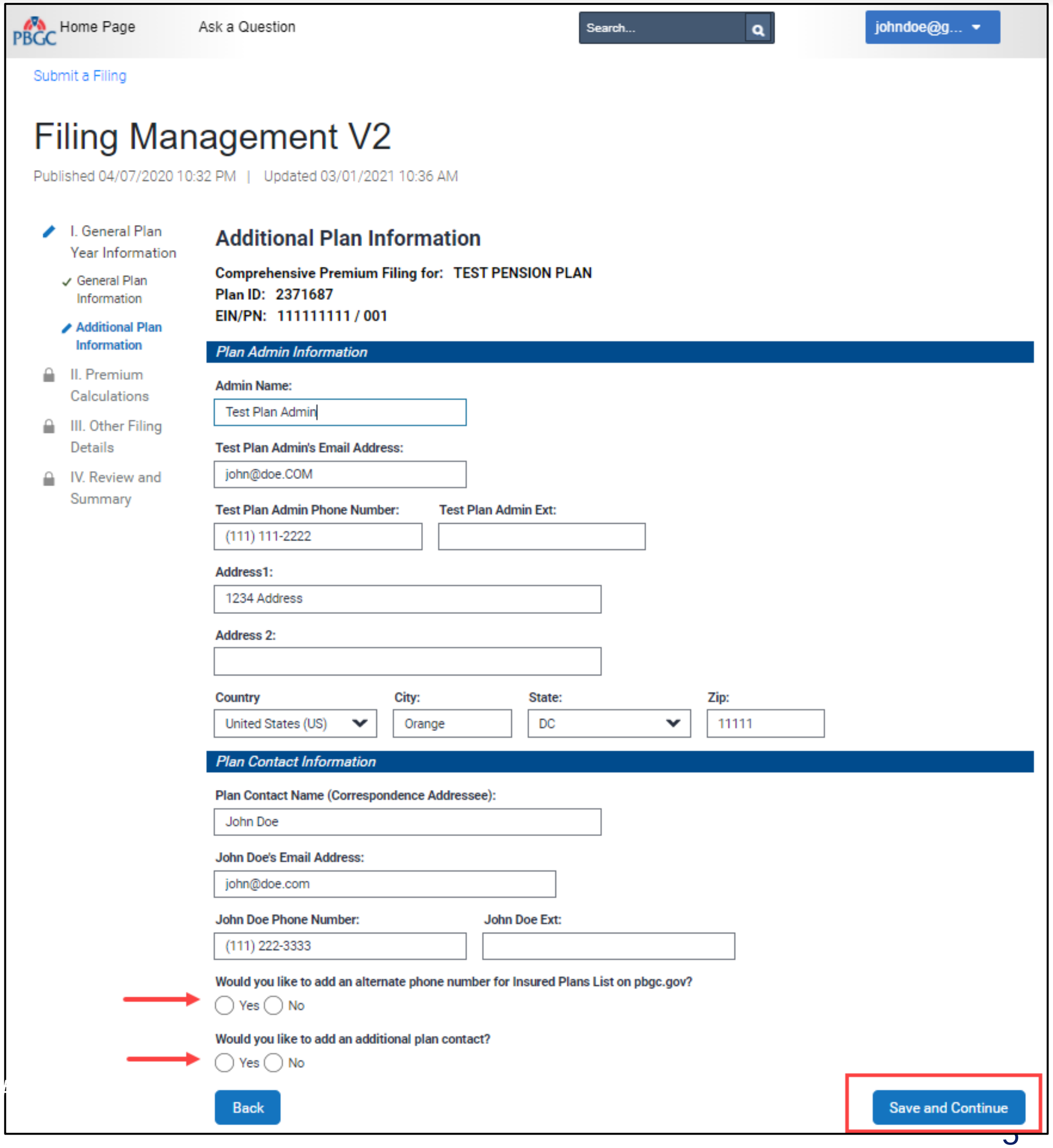


# How to Create a Comprehensive Filing for a Multiemployer Plan

## Filing Management Page

Additional Plan Information

- Enter or select the appropriate information for the filing.
- Required fields on this page:
  - Plan Admin Information (it is important that this address is accurate, as all mailed correspondence will be sent here)
  - Plan Contact Information (all mailed correspondences will be addressed to this person).
- Alternate Phone Number and Additional plan contact information are not required. If you decide to provide this information, click on the "Yes" radio button and additional fields will appear.
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



# How to Create a Comprehensive Filing for a Multiemployer Plan

## Filing Management Page

Plan Year Details

- Enter or select the appropriate information for the filing.
- Required fields on this page:
  - PYC and PYE Dates
  - Plan Type
  - Change in PYC date question
  - Small plan question
  - Plan Effective Date
  - If the plan is New/Newly Covered, check the box for additional fields that will also be required; Adoption Date, Coverage Date, and Continuation Plan question
- Once all the necessary fields have been populated and the information is verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
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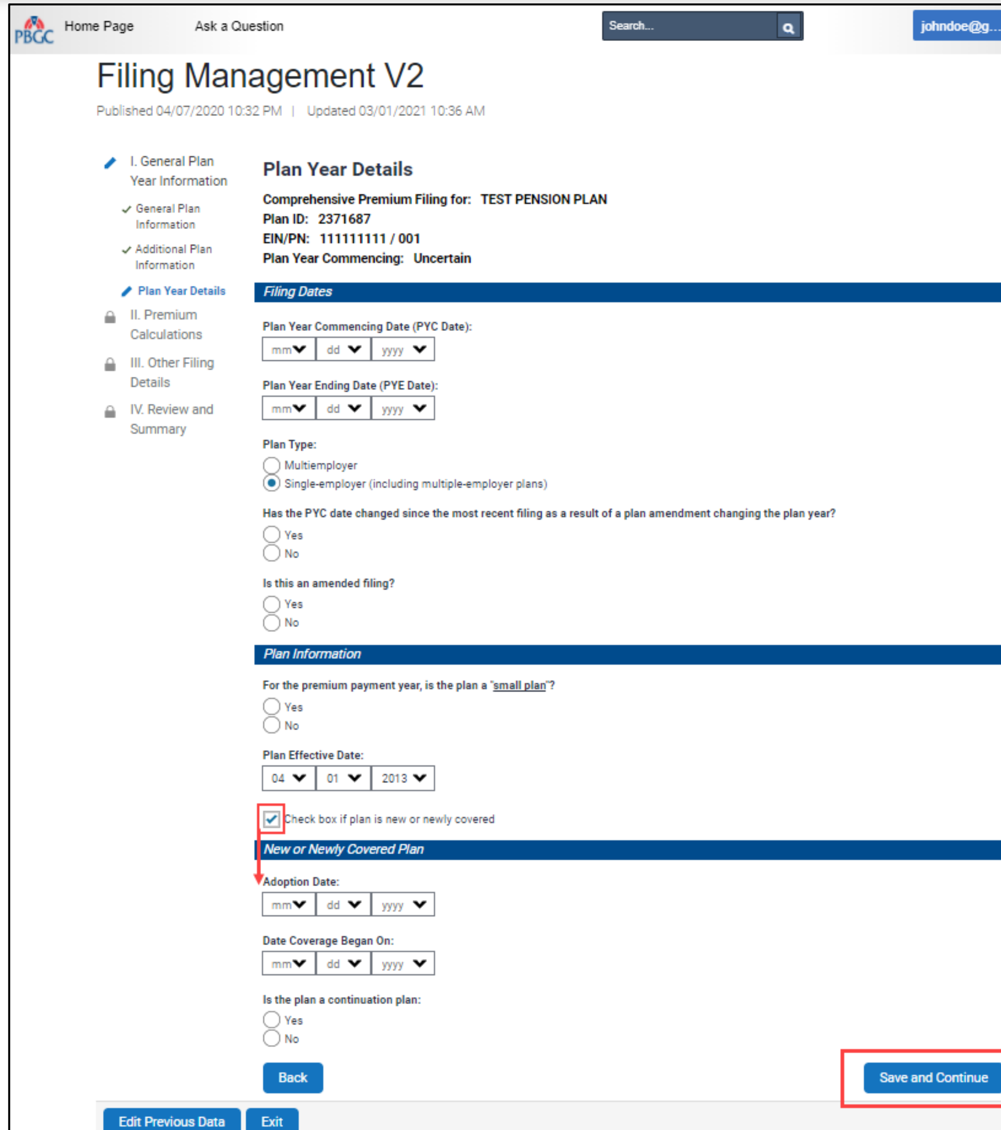
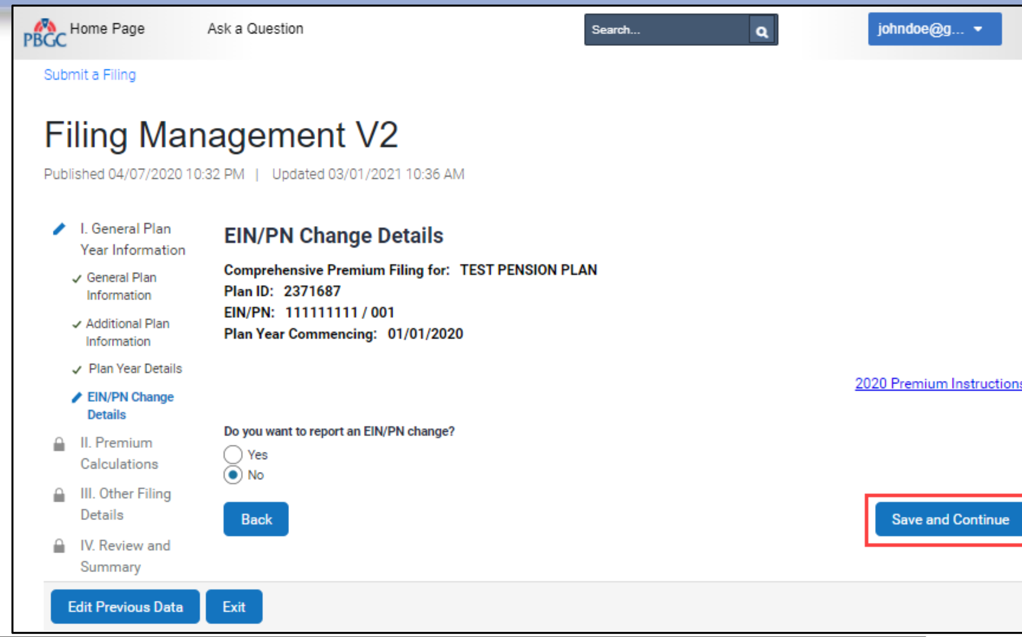


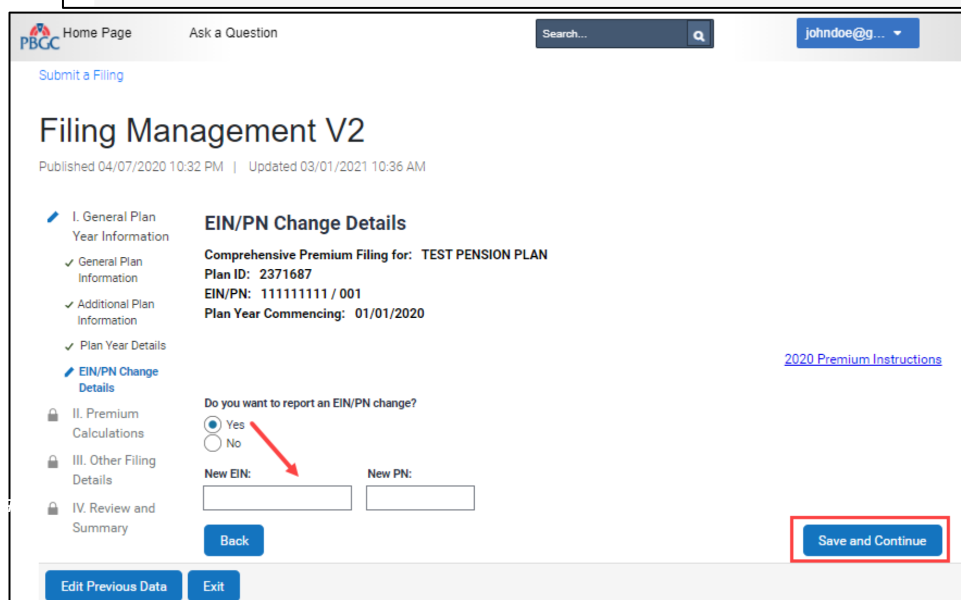
# How to Create a Comprehensive Filing for a Multiemployer Plan

## Filing Management Page

EIN/PN Change Details

- Please indicate whether you are reporting an EIN/PN change
  - If you are reporting an EIN/PN change, select "Yes" and the "New EIN" and "New PN" fields will appear. Both fields are required before you may continue.
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



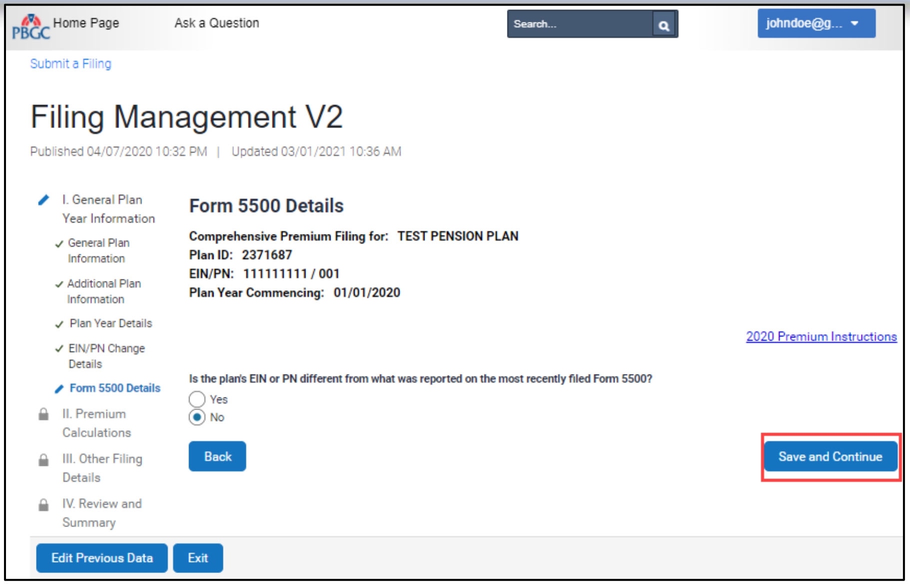



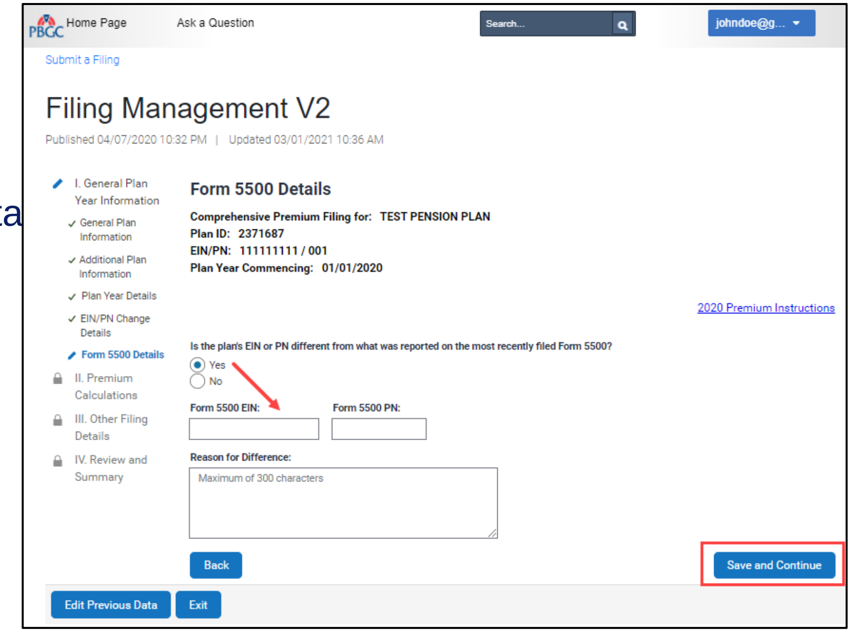
# How to Create a Comprehensive Filing for a Multiemployer Plan

## Filing Management Page

Form 5500 Details

- Please indicate if the EIN/PN differs from what was reported on the most recently filed Form 5500
  - If the EIN/PN on the Comprehensive Premium Filing differs from what was reported on the most recent Form 5500, select “Yes.” The “Form 5500 EIN,” “Form 5500 PN,” and Reason fields will appear. All fields are required before you may continue.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

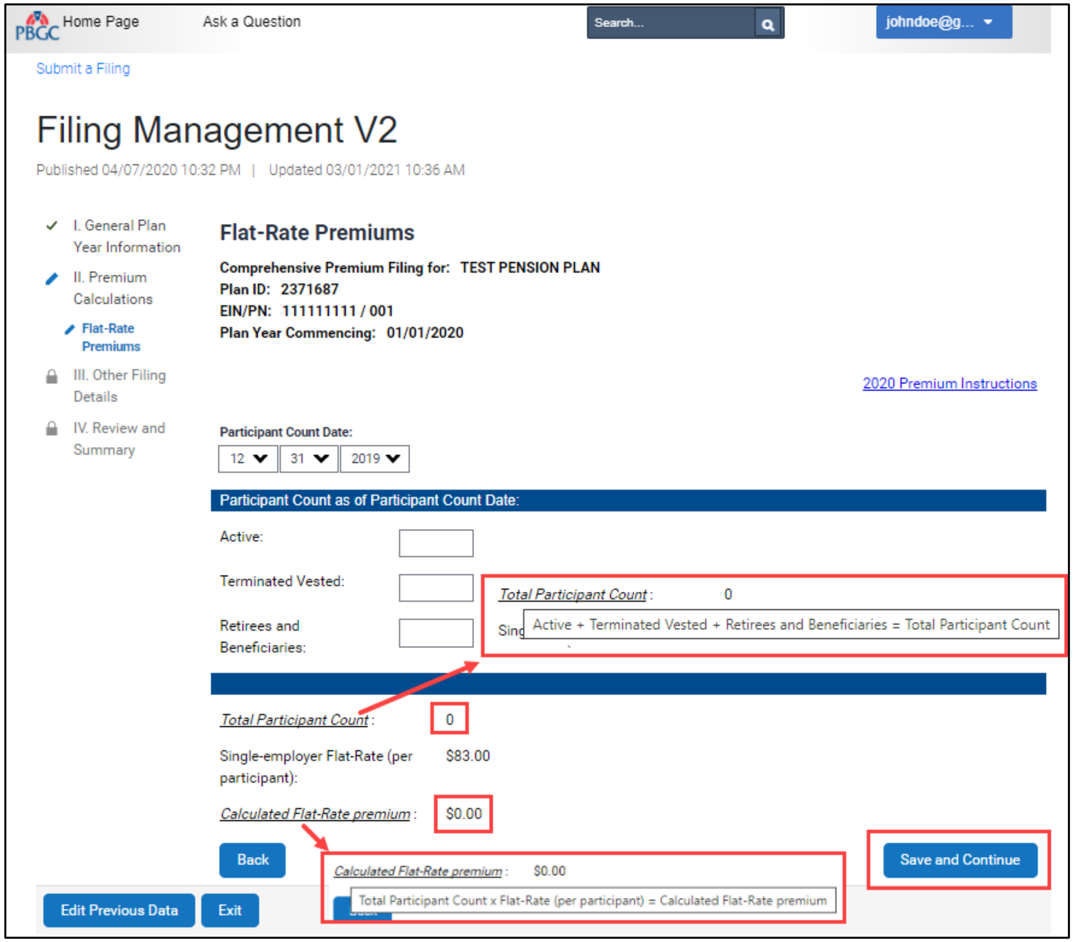


## Filing Management Page

Flat-Rate Premiums

- Enter or select the appropriate information for the filing. Required fields on this page:
  - Participant Count Date
  - Active, Terminated Vested, and Retirees and Beneficiaries participant count
- My PAA will automatically calculate the total number of participants and the flat-rate premium. To see the formula on how the number was calculated hover over the underlined titles.
  - Note: You can reveal the formula for any item that is automatically calculated in the filing process if you hover over the underlined title.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



## Filing Management Page

Calculate Total Premium

- My PAA will automatically calculate the Flat-rate Premium and Total Premium before proration and Total Premium after proration (if applicable).
  - If the plan does qualify for proration, you must indicate how many complete and partial months are in the short plan year.
- To see the formula on how the number was calculated hover over the underlined titles.
- Once the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
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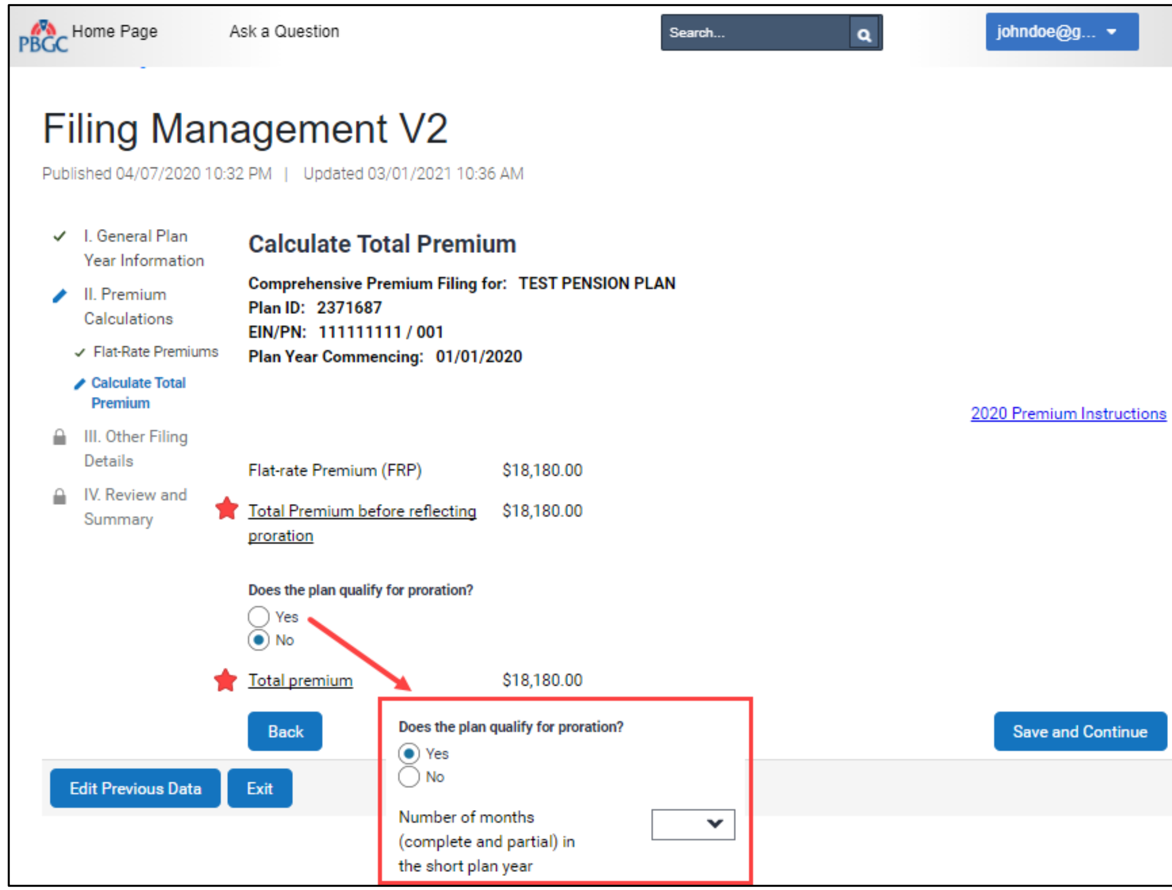

## Filing Management Page

Premium Amount Due

- If the plan has already made any payments for this plan year or there is credit/overpayment from a prior plan year, indicate that here.
- My PAA will automatically calculate the total credit for the plan year (if applicable) and the total premium amount due.
- To see the formula on how the number was calculated hover over the underlined titles.
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
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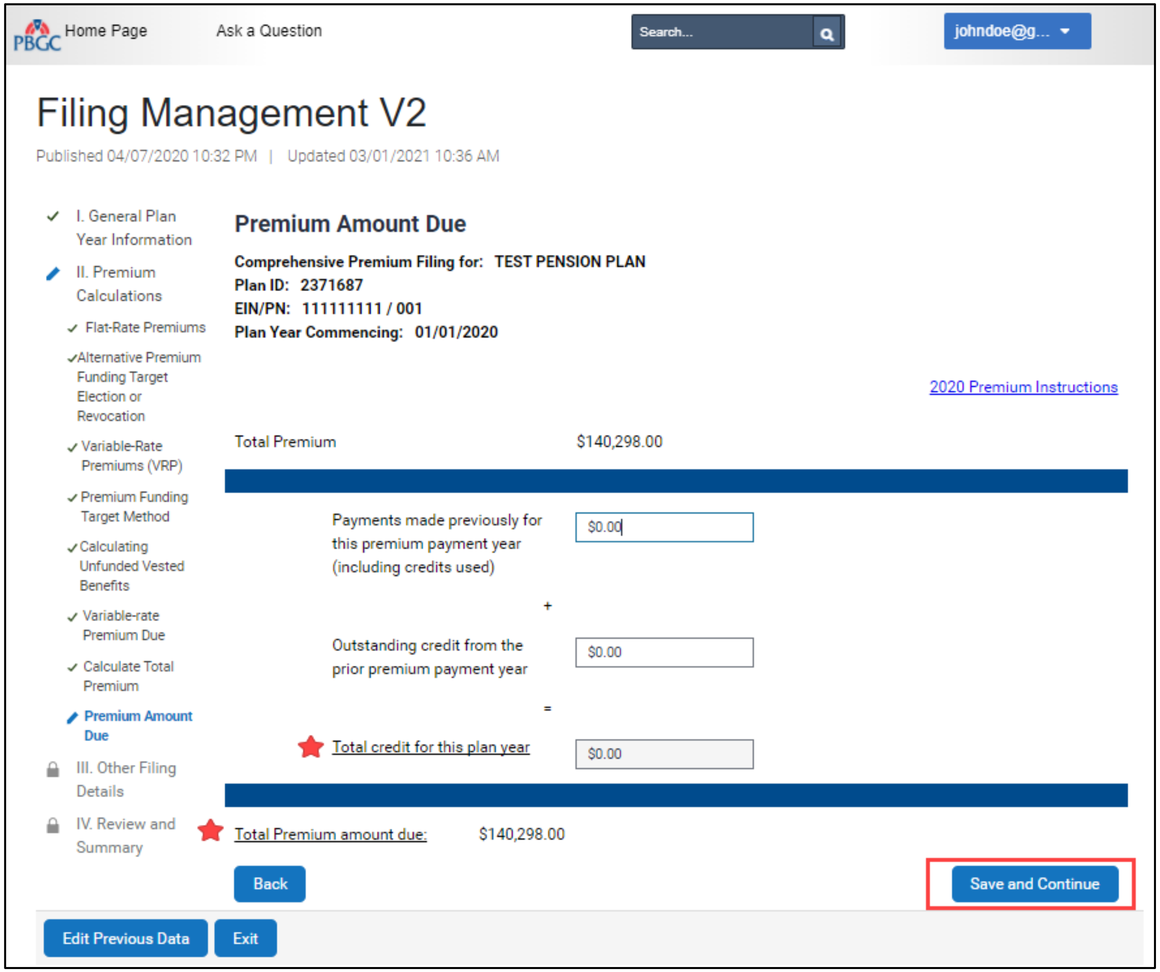
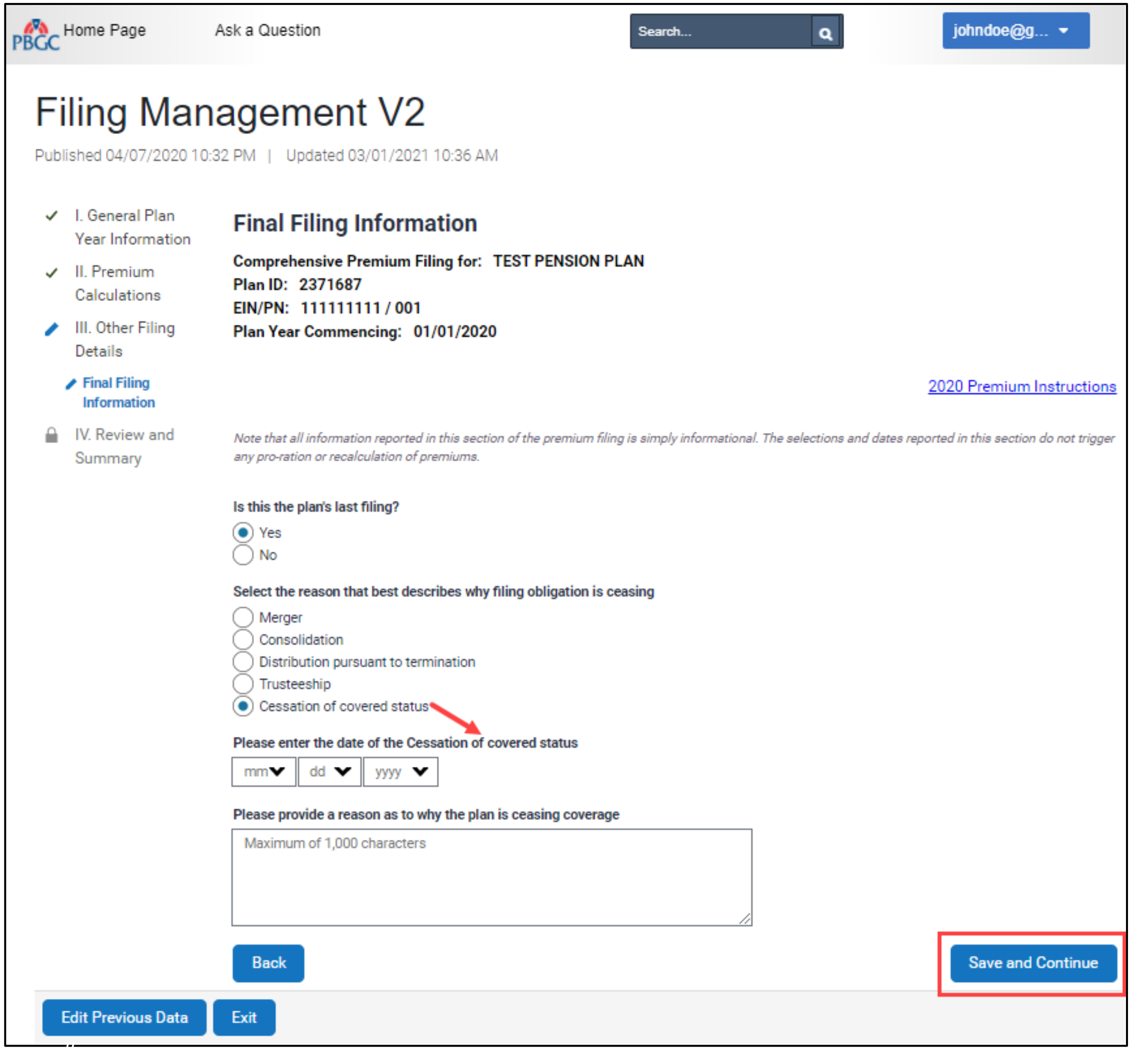


## Filing Management Page

Final Filing Information

- If this is the plan's last filing, you must select a reason as to why the plan is ceasing, as well as the date the reason took place.
  - If cessation of coverage is selected, then you must also provide a brief explanation as to why the plan is ceasing coverage
- Note: That this information is simply informational. The information provided on this page will not trigger any proration or recalculation of premiums.
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

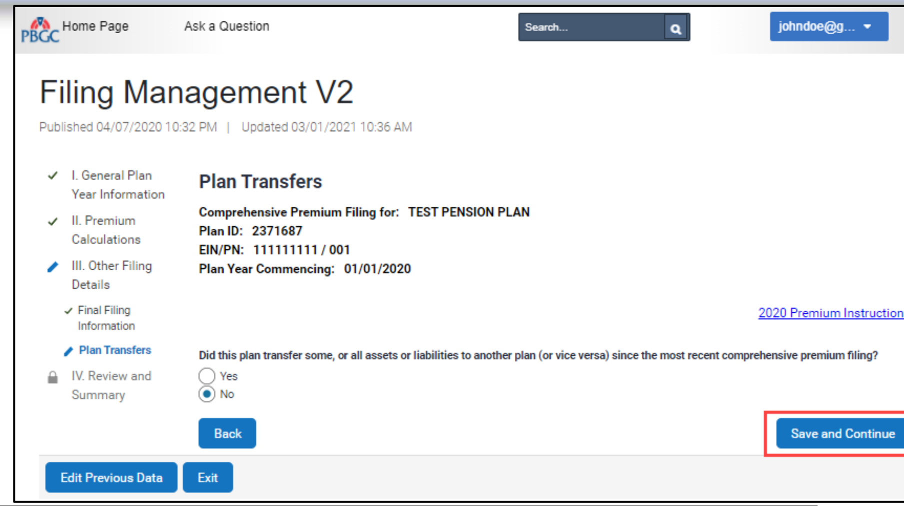


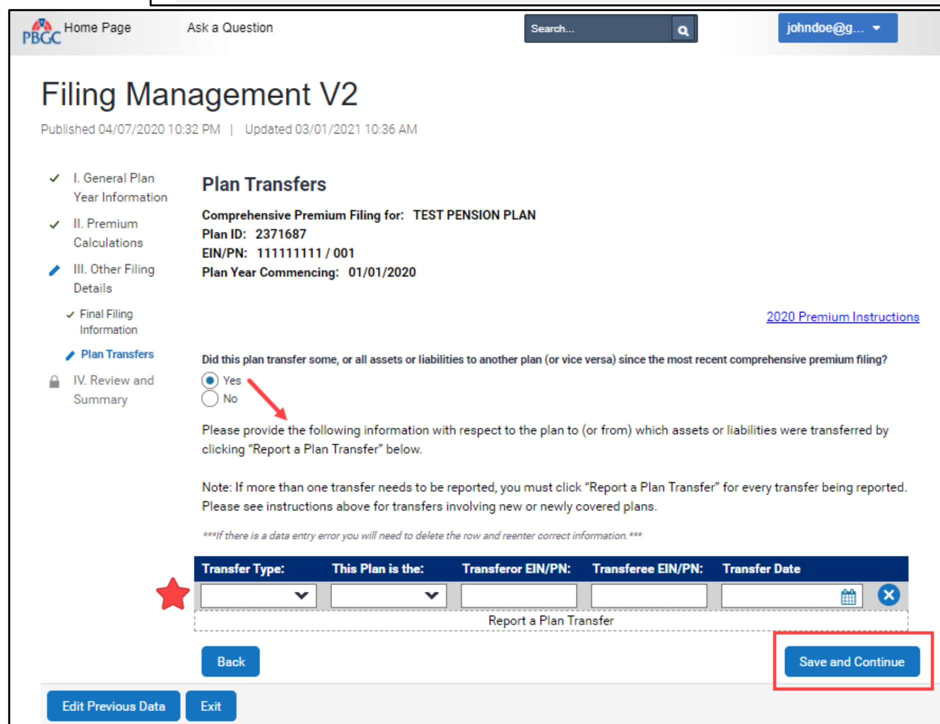
# How to Create a Comprehensive Filing for a Multiemployer Plan

## Filing Management Page

Plan Transfers

- If the plan has any plan transfers, you must report on this page.
- If the plan does not have any plan transfers occurring during this plan year, select "No" and click on the "Save and Continue" button.
- If the plan does have a plan transfer(s) that occurred during this plan year, select "Yes," and then enter the information accordingly.
  - If more than one transfer occurred, click "Report a Plan Transfer"
  - Note: That this information is simply informational. The information provided on this page will not trigger any proration or recalculation of premiums.
- Once all the necessary fields have been populated and the information verified click on the "Save and Continue" button.
- To review previously entered data click "Back."
- To update/change previously entered data click the "Edit Previous Data" button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



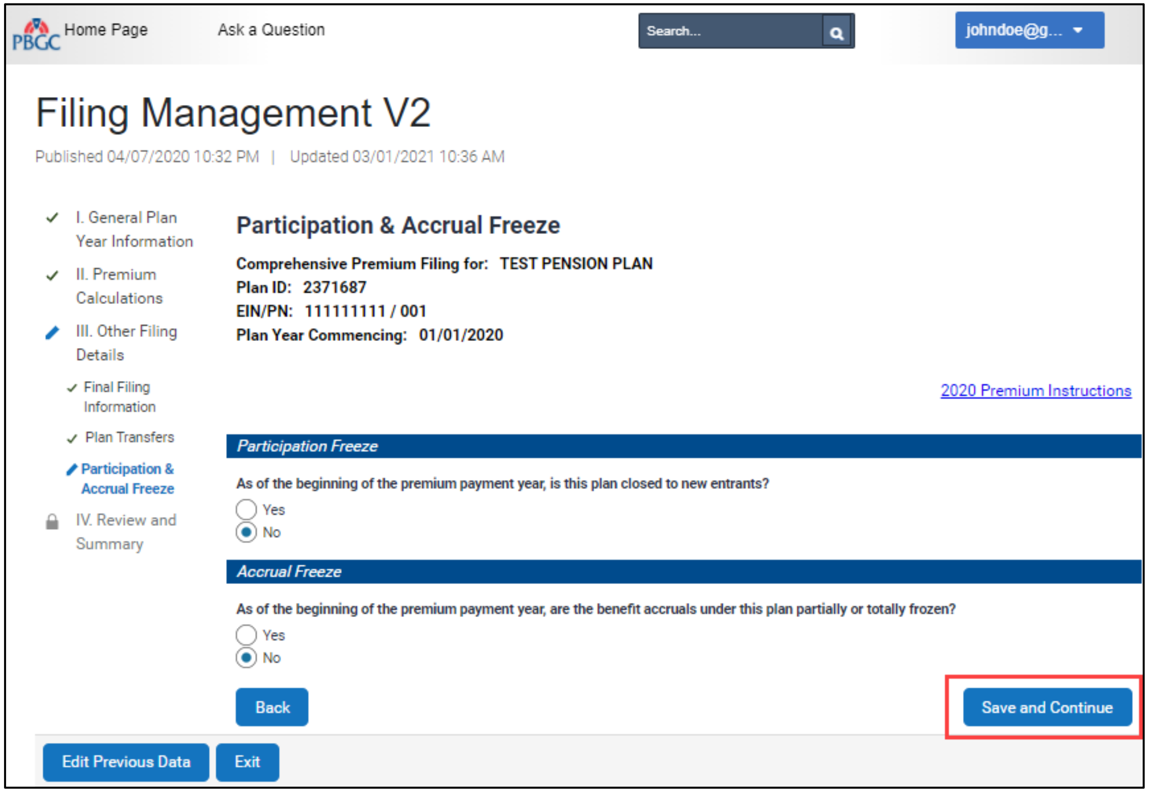



# How to Create a Comprehensive Filing for a Multiemployer Plan

## Filing Management Page

Participation & Accrual Freeze

- If the plan has any participation or accrual freezes, you must report on this page.
- If the plan does not have any participation or accrual freezes occurring during this plan year, select “No” and click on the “Save and Continue” button.
  - Continue to slide 16.
- If the plan does have a participation and/or accrual freeze continue to the next slide.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



# Filing Management Page

## Participation & Accrual Freeze

- If the plan had a participation freeze during this plan year, select “Yes,” and provide the date the plan became closed to new entrants.
- If the plan had a partial or total accrual freeze during this plan year, select “Yes,” and provide the date the freeze became effective, as well as the reason for the freeze.
  - If “Other” is selected, please enter a brief explanation.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
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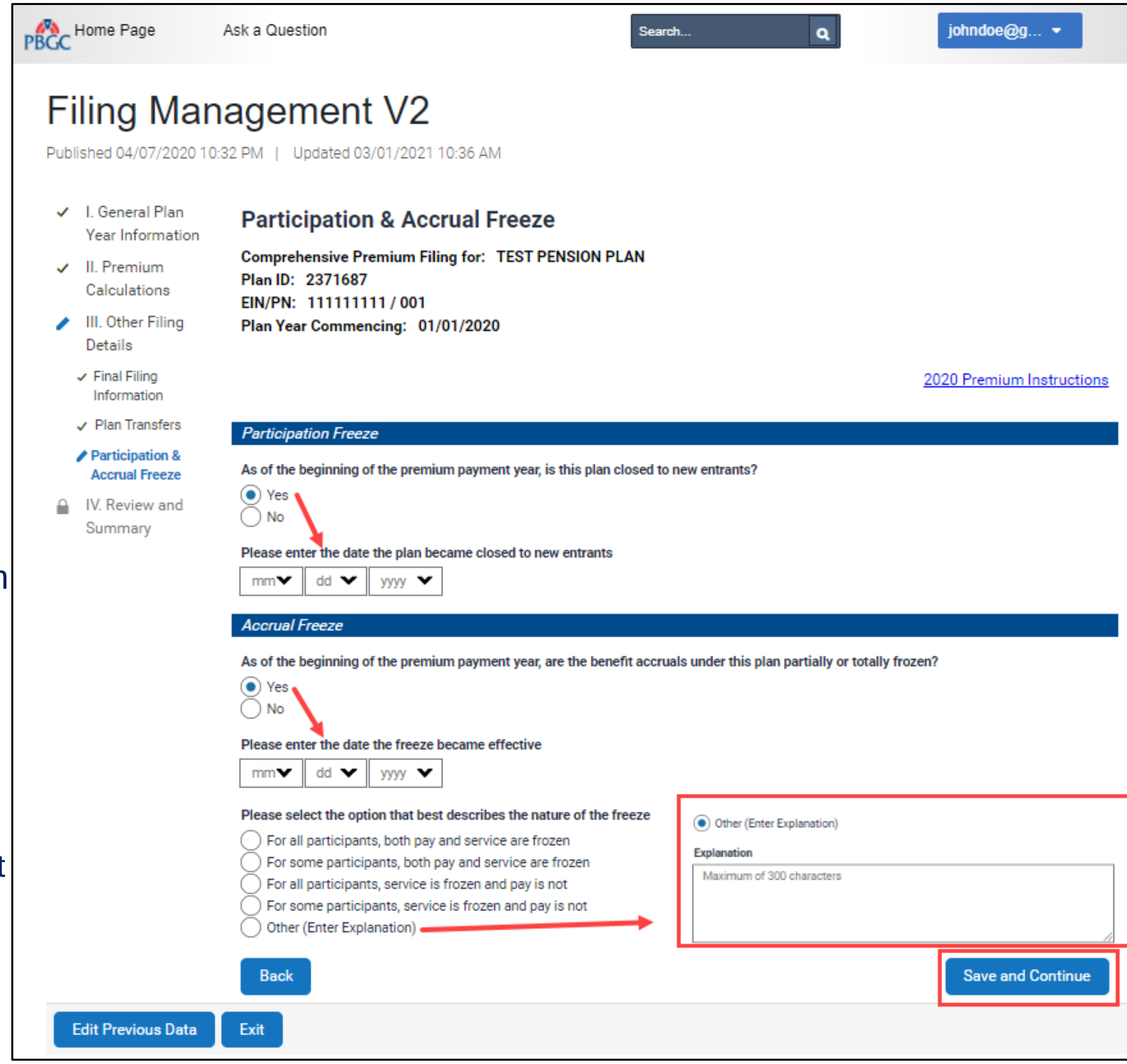
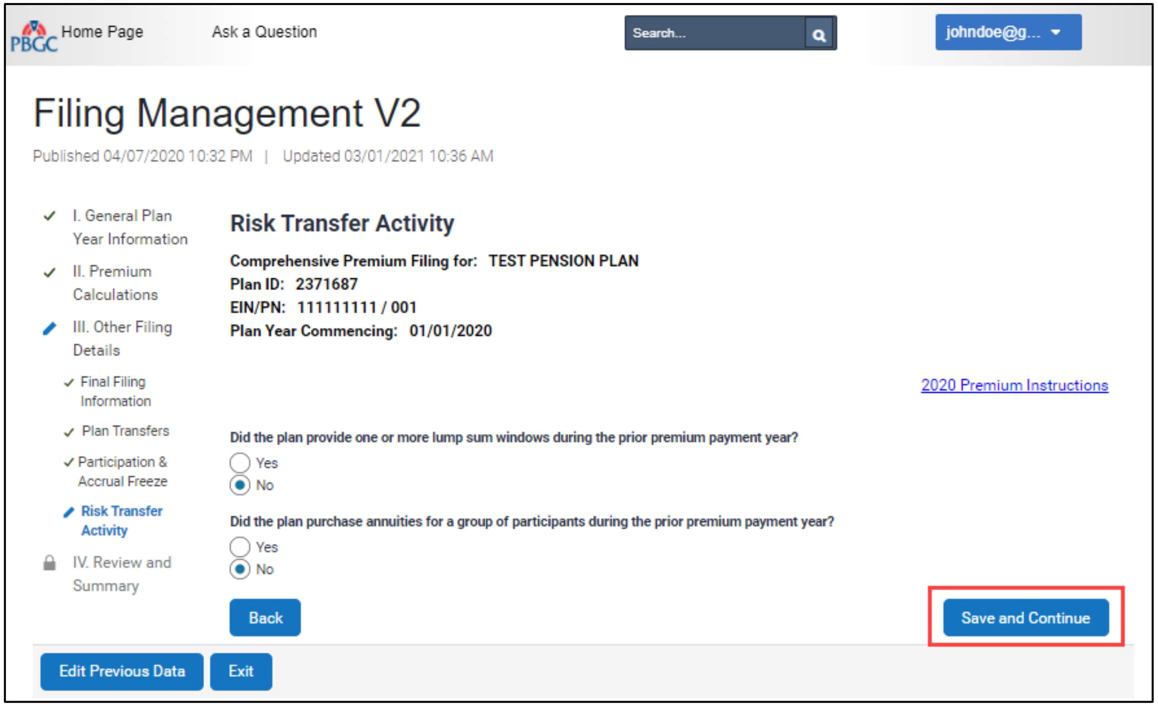


# How to Create a Comprehensive Filing for a Multiemployer Plan

## Filing Management Page

Risk Transfer Activity

- If the plan provided one or more lump sum windows or purchased any annuities prior to the plan year, you must report the activity on this page.
- If the plan does not have any risk transfer activity to report, select “No” and click on the “Save and Continue” button.
  - Continue to slide 18.
- If the plan does have risk transfer activity to report, continue to the next slide.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.

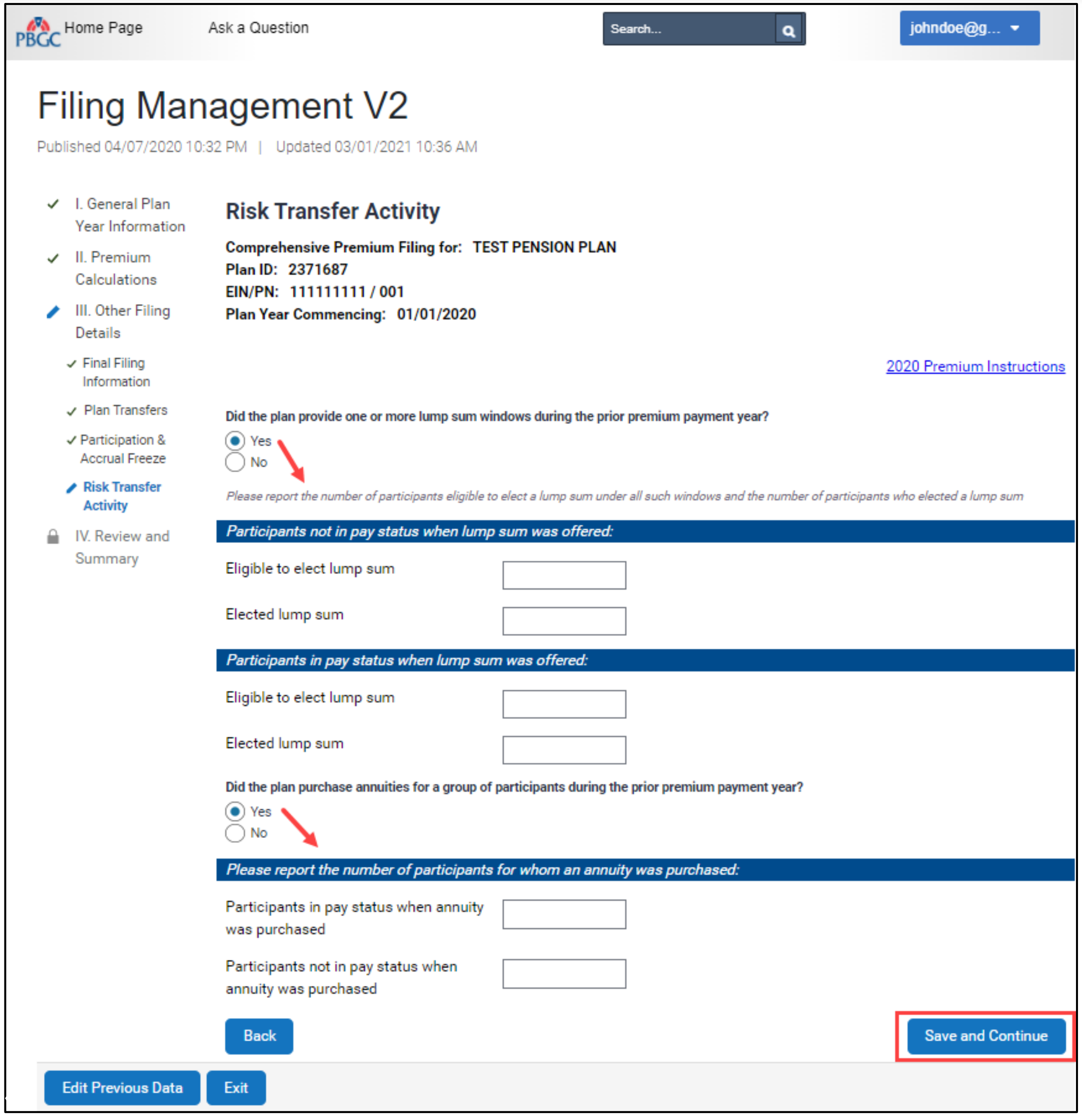


# How to Create a Comprehensive Filing for a Multiemployer Plan

## Filing Management Page

Risk Transfer Activity

- If the plan provided one or more lump sum windows prior to the plan year, select “Yes,” and provide the following:
  - Number of participants that were in pay status and were not in pay status that were eligible to elect lump sum.
  - Of those eligible, the number that elected lump sum.
- If the plan purchased annuities prior to the plan year, select “Yes,” and provide the following:
  - Number of participants in pay status and not in pay status when the annuity was purchased.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
- To update/change previously entered data click the “Edit Previous Data” button.
  - Note: You start reviewing/editing from the start of the filing to ensure the validations trigger properly.



## Filing Management Page

### Disaster Relief

- If the qualifies for relief due to a natural disaster, as reported by the IRS, you must report that information on this page.
- If the plan does not qualify for disaster relief, select “No” and click on the “Save and Continue” button.
- If the plan does qualify for disaster relief, select “Yes” and select the appropriate disaster.
  - If anyone other than the Plan Admin was the person affected by the disaster selected above, please enter their contact information in the fields provided.
- Once all the necessary fields have been populated and the information verified click on the “Save and Continue” button.
- To review previously entered data click “Back.”
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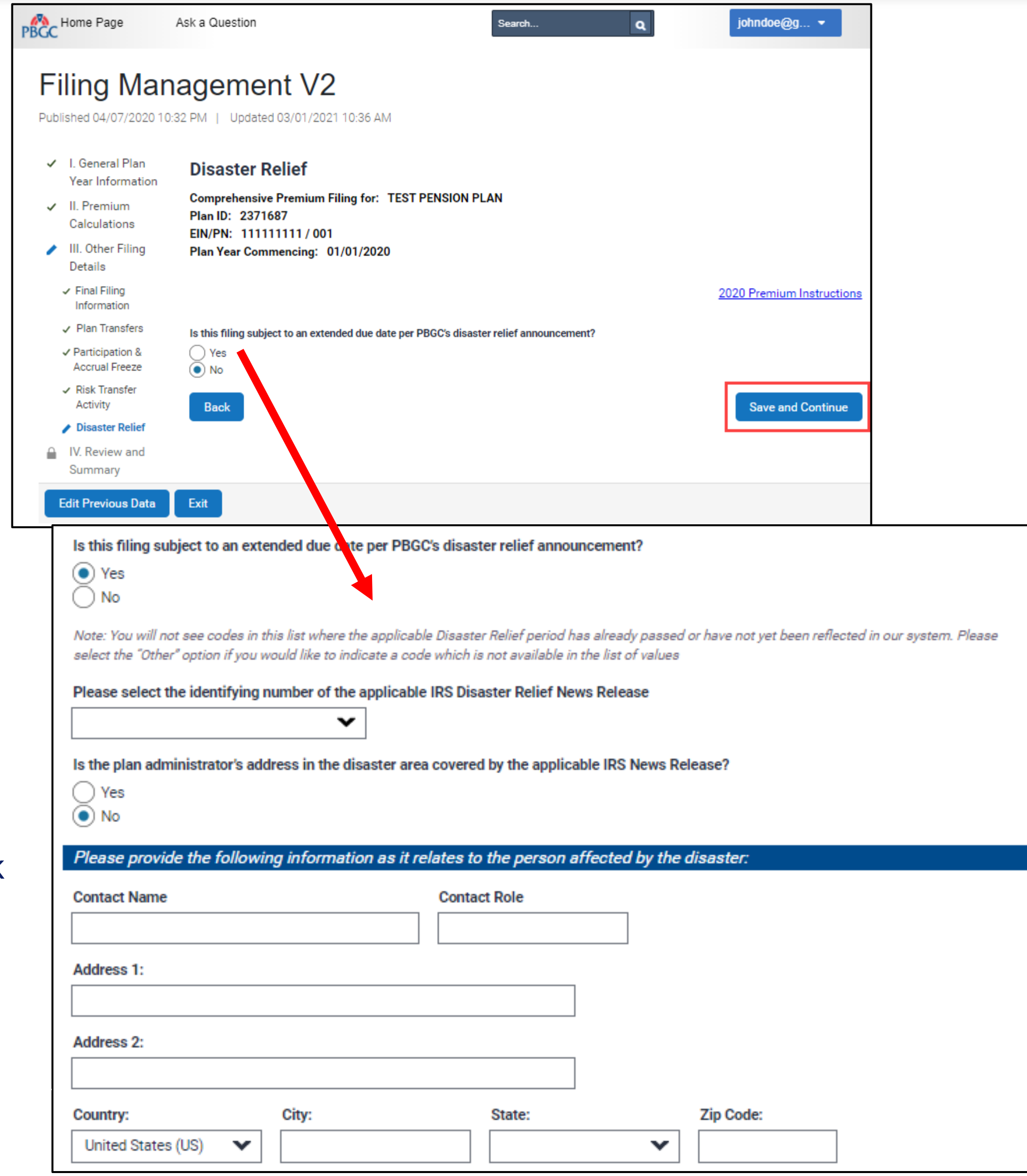
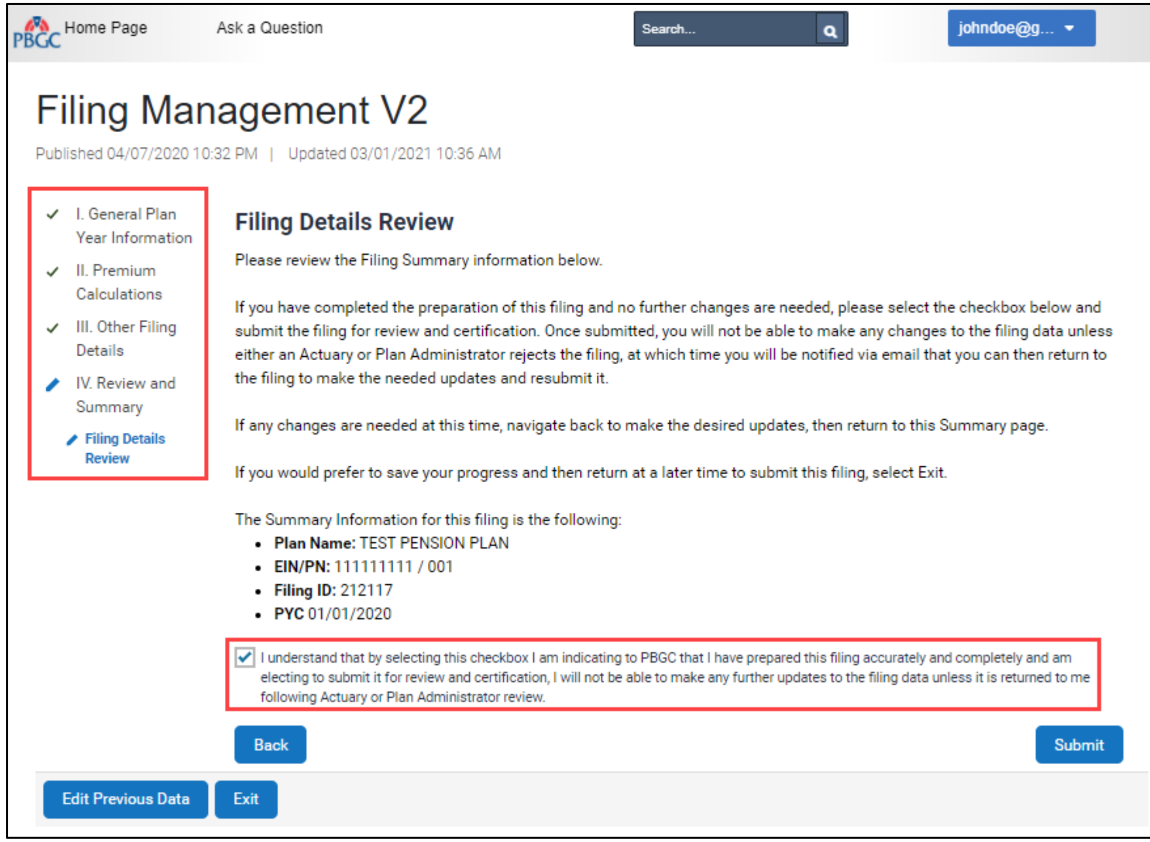


## Filing Management Page

### Filing Details Review

- Once you have completed all the required fields you will be able to review all the information
- Once all the required filing fields have been completed and the information has been verified click on the accuracy check box and click the “Submit” button.
- If any data needs to be reviewed again or any updates need to be made:
  - Use the “Back” or “Edit Previous Data” button.
  - Use the navigation bar on the left to quickly go to the desired page.



## Filing Management Page

Filing Summary

- Once you have submitted your filing successfully you will be directed to this confirmation page.
- Please note that this filing has not been sent to the PBGC yet. Action by the the Payment Preparer and the Plan Admin/Plan Admin Rep are required.
  - For more information  and step-by-step guidance, please view the How to Certify, Approve and Submit a Filing Demo.